NOTE:
This form can be filled out on-line and signed electronically. The completed form should be e-mailed to David Ford at ceo@villageofhoneoyefalls.org.

Alternatively, the form can be printed and mailed to:

David Ford
Village of Honeoye Falls
5 East St.
Honeoye Falls, NY 14472

If you have any questions, please phone David Ford at 624-6150 (office) or 303-4901 (cell).

village of
Honeoye Falls
come for the charm, stay for the experience

APPLICATION FOR SIGN PERMIT

PROPERTY ADDRESS: _____

INSTRUCTIONS FOR SIGN PERMIT APPLICATION

All signs erected in the Village of Honeoye Falls require a Sign Permit and must be obtained prior to beginning any work. For complete sign requirements, please refer to Chapter 190 Article XIV of the Village Code. This can be viewed on line at: **www.villageofhoneoyefalls.org**, then click on Village Code, then click on Zoning, chapter 190, part 3, scroll down to Article XIV signage.

Applicant must submit a site map showing sign location, all existing structures on the premises and dimensions between sign and all roadways.

Applicant must submit a description of the sign including: drawing to scale showing type of material; colors; dimensions of sign; wording on sign and show position of any lighting. If sign is wall mounted then provide the dimensions of the building façade upon which the sign is to be mounted. If an existing sign already exists and will remain then submit dimensions of existing sign. These documents must accompany the completed application, which will then be reviewed and approved by the Code Enforcement Officer. No sign shall be erected before approval and issuance of a Sign Permit.

If sign is a projecting sign and protrudes over a public right of way then submit a certificate of liability insurance coverage naming the Village of Honeoye Falls as an additional insured.

All electrical work must be inspected by an authorized agent and produce a certificate of approval. The following are Village approved electrical inspectors: Commonwealth Electrical Inspection Service 585-624-2380; New York Board of Underwriters 800-595-9600; Genesee Star Agency 585-768-6696; New York Atlantic-Inland 607-753-7118; Middle Department Inspection Agency 518-273-0861. It is the permit holder's responsibility to arrange for all required electrical inspections.

Upon the installation of the sign, the Code Enforcement Officer must perform a final inspection and issue a Certificate of Compliance. Applicant is responsible for requesting this inspection.

PROPERTY OWNER:_____

BUSINESS NAME: _____ **BUSINESS OWNER:** _____

ADDRESS:_____

TELEPHONE: _____ Cell: _____ E-mail:_____

SIGN CONTRACTOR: _____

ADDRESS:_____

TELEPHONE: _____ Cell: _____ E-mail:_____

Worker's Compensation Insurance Received:

ZONING DISTRICT: (check one) R-1 R-2 RM   RA   RC   TV   VB   GC   SC   MULIC LI IP   GRM

SIGN TYPE: (check one)   WALL _____ PROJECTING _____ FREE STANDING _____ SANDWICH _____

METHOD OF ILLUMINATION: _____

ADDITIONAL INFORMATION:

Yes	No	
☐	☐	Is there an existing sign to remain?
☐	☐	Is required proof of insurance submitted?
☐	☐	Is the property or any structure located on the property designated as a landmark?
☐	☐	Is the property or any structure located on the property designated in a Historic District?

CERTIFICATION

I hereby certify that I am the property owner / sign contractor and that I am duly authorized to make and file this application; and that all statements contained in this application are true to the best of my knowledge and belief; and that the work will be performed in the manner set forth in this application and the plans and information filed herewith.

Application is hereby made to the Village of Honeoye Falls for the issuance of a Sign Permit, Pursuant to the Zoning Ordinance of the Village of Honeoye Falls as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Applicant Signature: _____ Date: _____

Make checks payable to: Village of Honeoye Falls   Mail or deliver to: 5 East Street, Honeoye Falls, NY 14472

SIGN PERMIT   (   ) Approved (   ) Denied   Date: _____   by: _____

Code Enforcement Officer